

**Selman & Company** is a leading provider of administrative services related to life & health insurance and similar products with offices in Cleveland, OH, Baltimore, MD and Keene, NH.

**Position Title:** Life Claims Support

**Position Summary:** Perform general administrative tasks in support of the life, terminal illness, long term care and waiver of premium claims adjudication process.

**Essential Duties and Responsibilities:**

- Differentiate and act within various insurance carriers' standards and guidelines
- Print, prepare and send requests for claims forms, medical records, and other correspondence
- Enter new claims into claims database
- Monitor status of open claims in claims database, to include regular follow-ups on required documents
- Review documents in detail to verify complete or original vs copy
- Research and resolve return mail issues
- Work between different computer systems
- General administrative support of Claims Analysts
- Other duties and projects as assigned

**KNOWLEDGE AND SKILLS REQUIRED:**

- General understanding of life insurance
- High school diploma or equivalent
- Proficient in use of email (Outlook) and database research
- Keyboard skills/ data entry
- Detail orientation
- **Organization and Planning** — Must be able to work effectively and accurately to meet competing deadlines.
- **Prioritizing** — Demonstrates ability to work on items that are assigned with specific time standards
- **Problem Solving** — Identifies and resolves problems in a timely manner

**Please email your resume to [HR@selmanco.com](mailto:HR@selmanco.com) or if you have any inquiries about this job position available. Reference "Life Claims Support" in email when applying.**

*Selman & Company is proud to be an Equal Opportunity Employer. Applicants are selected without regard to race, ethnicity, creed, color, religion, sex, age, national origin or ancestry, disability, genetic information, veteran/military status, sexual orientation, gender identity, or other protected characteristic under federal, state or local law.*